

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 32-7086

**AIR FORCE MATERIEL COMMAND
Supplement 1**

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Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. This supplement applies to all Air Force Materiel Command (AFMC) installations and tenants located or doing business on an AFMC installation. It expands on the guidance provided in the AFI and assigns responsibilities consistent with the AFMC infrastructure to ensure all AFI requirements are met. Any AFMC installation may supplement this instruction. This supplement does not apply to mature HAZMAT management programs i.e. hazardous waste management (HAZWASTE), radioactive material management and radioactive waste management.

AFI 32-7086, 1 August 1997, is supplemented as follows:

1.1.2.1. HMMP Team. The Command Civil Engineer (CE) will lead the Headquarters AFMC HMMP team. The AFMC installation Environmental Protection Committee (EPC) will designate the CE or EM as the installation HMMP team leader.

1.1.2.2. Membership of the AFMC Headquarters and installation HMMP teams shall include representatives from organizations establishing policy, using and/or having surveillance over the use of HAZMATs, and other organizations having vested interest in management and control of HAZMATs. At a minimum, the HMMP team will consist of CE, EM, SG, SE, PK and LG representatives. These members should be trained in HAZMAT management and empowered to recommend and/or make changes to processes using HAZMATs.

1.1.2.3. HMMP Team Function. The AFMC installation HMMP team will conduct or direct announced and unannounced inspections of storage, tracking, handling and use of HAZMATs.

1.1.2.3.1. (Added) The HQ AFMC HMMP team will develop goals and objectives and document them in the appropriate level Support and Industrial Operations (S&IO) Strategic Plan. Further, the HMMP teams will actively communicate HAZMAT management policy, goals and objectives, and pursue HAZMAT management improvement.

1.3.1.1. (Added) The AFMC installation commander has the prerogative to operate the HAZMAT Pharmacy Program, including the HAZMART, as a matrixed organization or as a functional organization. In the context of this supplement, a matrixed organization is defined as an operating location (HAZMAT pharmacy) staffed with 2 or more specialists assigned to their respective functional organization but operating within the authority of the operating location. The matrixed staff provides technical expertise and support to the operating location and coordination between the functional organization and the operating location. If the pharmacy operates as a matrixed organization, each functional organization supporting the HAZMAT pharmacy will staff, budget, and fund the required support. If, however, the pharmacy operation is determined to operate as a functional organization, budgeting, funding, and staffing become the responsibility of the gaining squadron/organization.

1.3.1.1.1. (Added) Budgeting and funding of HAZMAT management and operations shall be from normal Operations and Maintenance (O&M) or Research, Development, Test and Evaluation (RDT&E) sources, as appropriate. Funding for HAZMAT training, travel and the purchase of automated data processing equipment (ADPE) and other equipment specifically for the management of HAZMATs may be planned, justified, and submitted to the Directorate of the Command Civil Engineer, Pollution Prevention Branch (HQ AFMC/CEVV) for funding consideration (Reference appropriate AFMC Environmental Funding Guidance.)

1.8.2.6. (Added) Review, analyze and consolidate AFMC installation data and metrics and forward results to HQ USAF, as required.

1.8.3.3.1. (Added) Within AFMC, the ADPE system supporting HAZMAT data collection (Depot Maintenance - Hazardous Material Management System (DM - HMMS)) will be used to collect data and track HAZMATs pending development, test and acceptance of a DESCIM approved HAZMAT tracking system unless the waiver is obtained.

1.8.4.5. (Added) The AFMC/LG will establish policy for management and control of the HAZMAT Pharmacy Program (HPP).

1.9. The AFMC installation commander is responsible for management of the installation HMMP. Responsibilities include developing and communicating policy, goals and objectives, developing and executing an effective, efficient HAZMAT management plan, assigning overall program responsibilities and monitoring HAZMAT management progress.

1.9.1.1. (Added) The installation EPC will charter an installation HMMP Team and provide executive leadership and management oversight over all HMMP activities, recommending improvements, as appropriate. Charter elements should include responsibilities for providing management expertise and assistance, reviewing and monitoring trends, identifying and analyzing problems and potential problems, and recommending solutions to correct or improve the HAZMAT management process or external factors contributing to less than optimum HAZMAT control.

1.9.1.1.1. (Added) The installation HMMP Team will establish local procedures for ensuring compliance to established procedures for purchasing hazardous material using the IMPAC. The installation HMMP team will develop procedures, under the authority and approval of the EPC, to ensure commanders and JA are informed of incidents involving suspected failure to comply with established procedures.

1.9.3.1. (Added) In AFMC, the EPC will appoint the CE or the EM to lead the HMMP team.

1.9.7. (Added) The installation commander shall direct all functional organizations, non-appropriated funds activities, tenants and contractors to actively support the HMMP team.

2.5. HQ AFMC will use the EPC, the Environmental Management Board (EMB) and the HQ HMMP team to provide oversight and coordination of the HAZMAT Pharmacy Program. HQ AFMC/LG shall function as the process owner for the command HPP.

2.6.1. In AFMC, the installation commander will select and appoint the leader of the HPP.

2.6.1.6.1. (Added) Ensure all unit personnel authorized use of the IMPAC for HAZMAT purchases have been trained in the SAF/AQCO *United States Air Force Internal Procedure for Using the International Merchant Purchase Authorization Card*, dated 28 Apr 97, and any subsequent revisions, specifically Exhibit 6, *Hazardous Material Pharmacy Policy and Control Procedures for IMPAC purchases of Hazardous Materials*.

2.6.1.6.2. (Added) In accordance with para B.6 of Exhibit 6, vendors are required to deliver HAZMAT to a designated HAZMAT receiving point. If such delivery is not practicable, customers or user representatives transporting and handling threshold quantities of HAZMAT must be trained in various aspects of HAZMAT management. Listed below are the recommended training requirements:

- 49 CFR, 172.400 & 700 and 177.816 (DOT labeling requirements, general awareness/familiarization training; function-specific training; safety training; and driver training)
- 29 CFR, 1910.120(e) (HAZWOPER & HAZCOM) (OSHA)
- 29 CFR, 1910.1200 (h) (MSDSs) (OSHA)
- Emergency Planning and Community Right-to-Know Act, 42 U.S.C., 110001-11050.

2.6.1.6.3. (Added) Consolidate all training requirements including, but not necessarily limited to: AFOSH, OSHA, EPCRA, DOT and local training requirements whenever possible.

2.6.2. In AFMC, the Civil Engineer (CE) or Environmental Manager (EM) will:

2.6.2.6. Within AFMC, all HAZMAT movements will be tracked by facility, quantity and process and will support Environmental, Safety and Occupational Health (ESOH) requirements including fire, safety, disaster response, occupational health and environmental reporting requirements.

2.6.2.9. (Added) Consolidate and submit to AFMC appropriate HAZMAT related funding requirements using e-mail, the Work Information Management System - Environmental Subsystem (WIMS-ES), or other HQ AFMC approved method.

2.6.4. In accordance with paragraph 2.6.1 of this supplement the designated HPP lead will:

2.6.4.10.1. (Added) Ensure individual containers of HAZMATs are bar coded and labeled to enable tracking the status and location of each container. Business practices must be in place to ensure effective tracking if it is not feasible to bar code and label each container of HAZMAT from entry onto the installation through issue, use, release, and/or disposal.

2.6.4.17. (Added) Assist HPP customers in their effort to identify suitable substitute national stock numbers (NSN) or commercial products which have minimum impact on worker safety, health and the environment. (**Note:** Selection of substitute or alternative products must be consistent with technical requirements. Technical data owners must evaluate and approve potential alternative materials prior to their use.)

2.6.4.18. (Added) Ensure ozone depleting substances (ODS) allocations are not exceeded and that only mission critical ODS requirements are filled through the Defense Reserve.

2.6.4.19. (Added) Provide technical assistance in reporting, recording and redistribution of HAZMATs, as well as information relative to potential environmental impacts of HAZMAT usage.

2.6.4.20. (Added) Establish and maintain a master record of National Stock Numbers and commercially available materials (with local purchase or IMPAC control numbers) and contractor supplied materials that pose an environmental, health or safety hazard requiring HAZMAT requisition and issue controls. This HAZMAT master record will be comprised of HAZMATs that have been used, are currently being used, or are projected to be used by the installation.

2.6.4.21. (Added) The HPP lead or their designated representative will be the installation authorizing officer for use of an International Merchant Purchase Authorization Card (IMPAC) for the purchase of hazardous and potentially hazardous materials.

2.6.4.21.1. (Added) Use of the IMPAC will be consistent with SAF/AQCO United States Air Force Internal Procedures for Using the International Merchant Purchase Authorization Card, 28 April 1997, including Exhibit 6, Hazardous Material Pharmacy (HMP) Policy and Control Procedures for IMPAC Purchases of Hazardous Materials, 28 Apr 97, and subsequent revisions. Purchase of HAZMATs with the IMPAC may be authorized when the required delivery date cannot be met by the existing Source(s) of Supply. Control of HAZMATs purchased with IMPACs include:

2.6.4.21.1.1. (Added) The HPP lead or their designated representative will validate the authorization using AF Form 3952 or local equivalent and research possible sources of supply, including redistribution, suitable substitute or alternative materials, and the use of Blanket Purchase Agreements prior to authorizing IMPAC purchase.

2.6.4.22. (Added) The customer/user representative charged with transporting and handling the HAZMAT must have satisfactorily completed appropriate hazardous material handling courses in accordance with para. 2.6.1.6.2.

2.6.4.22.1. (Added) If vendor delivery is not practicable, as specified by para. 2.6.1.6.2. above, the customer/user representative charged with transporting and handling the HAZMAT will immediately after the purchase will deliver the HAZMAT to the designated HAZMAT central receiving point with appropriate documentation, container bar-coding and labeling, and issue.

2.6.5.4.1. (Added) SOS personnel shall provide technical expertise and assistance on matters concerning SOS unique requisitioning, issuing, labeling, data systems, inventory management and recovery (reutilization, reissue, disposal, etc.) of HAZMATs.

2.6.6.9. (Added) Provide technical assistance on matters relating to Material Safety Data Sheet interpretation, technical order and non-technical order driven HAZMAT alternative selection, personal protective equipment requirements, and occupational health controls for workforce protection.

2.6.7.9. (Added) Provide technical assistance in the form of consultation and advice regarding implications of handling, storing and using HAZMATs.

2.6.8.13. (Added) Ensure all HAZMATs are appropriately identified, stored, protected, and tracked while in the work area.

2.6.9. In AFMC, the contracting squadron (LGC) or Operation Contracting Office (PK) will:

2.6.9.3.1. (Added) AFMC contracting support personnel shall, with the requester, provide assistance on the procurement process and identify or develop specialized purchase procedures and contract vehicles to

(1) purchase HAZMATs in small quantities; (2) provide short lead-time (Just in Time) deliveries; and (3) compute and authorize economic order quantities, considering shelf-life and disposal costs.

2.7.3. (Added) AFMC Directorate of Plans and Programs (XP). The Directorate of Plans and Programs will ensure that Host Tenant Support Agreements clearly define responsibilities and requirements for compliance with the guidelines and intent of AFI 32-7086, as supplemented.

3.1.4.1. (Added) SMs can submit candidate HMRPP needs to the ESOH TNS through the installation HMMP Team of the installation that uses the process driving the need.

3.1.5. (Added) A need is a valid HMRPP need if it is tied to a specific weapon system by a Technical Order, MIL-SPEC, or contract requirement. A need is not a valid HMRPP if it is so general that it can not be documented for work by a SM.

3.3.2.1. AFMC installation (e.g. depots and test centers) HMMP Teams will coordinate efforts to collect the necessary supporting data.

3.3.4.2.1. (Added) The HQ AFMC HMMP Team will designate a team member organization to administer the HMRPP. The designated organization will collect, track, analyze, compile, and report SM metrics. The organization will provide HMRPP metrics data to the Program Executive Officers (PEOs) Designated Acquisition Commanders (DACs), SAF/AQ, HQ USAF/IL, HQ AFMC, and PEOs/DACs for use as needed to measure progress in minimizing HAZMAT use in weapon system processes. Metrics data will include the number of needs assigned to SMs, the number with SM identified solutions, the number with submitter accepted solutions, the number with funded solutions, and the number with implemented solutions.

3.3.6.3. (Added) The HQ AFMC HMMP Team will recommend which, if any, SM alternatives to pursue that affect processes at AFMC installations.

3.7.2.1. (Added) HQ AFMC/LG will serve as the HMRPP point of contact for AFMC HMRPP need submission and evaluations.

3.7.8. (Added) HQ AFMC/DR will serve as the HMRPP point of contact for the administration of the HMRPP.

3.8.1.3.1. (Added) At AFMC installations, tenant organizations will identify weapon system HMRPP needs through their parent MAJCOM.

3.8.2.1. (Added) Within AFMC, the installation CE or EM will provide environmental permit and control cost data in support of candidate weapon system HMRPP needs.

3.8.3.3. (Added) A functional maintenance representative will be identified and tasked to support the HMMP Team with logistics interests and participation.

3.8.6.1. (Added) AFMC installation work area supervisors will work with the installation HMMP Team and EPC to identify prescribing technical data and process usage estimates. The installation EPC will forward appropriate information to HQ AFMC as a part of the HMRPP data collection process.

3.9.1.2.1. (Added) HQ AFMC/DR will provide weapon system HMRPP data collection guidance and timelines to the AFMC installation HMMP Team leader for action.

3.9.1.2.2. (Added) The AFMC installation EPC will submit validated HMRPP needs to the HQ AFMC HMMP team as designated in the HMRPP data collection guidance.

3.9.1.7.1(Added). AFMC personnel are encouraged to submit needs to their installation HMMP teams throughout the year per the HMRPP administrative guidance provided by HQ AFMC/DR.

3.9.2.1.1(Added). SMs will provide recommendations to the need submitter's MAJCOM HMMP team.

3.9.2.2.1(Added). HQ AFMC/DR will provide semi-annual (June and December) guidance to help the SM identify the other SMs who have similar problems.

3.9.2.6.1(Added). Semi-annual (January and July) reports will include the number of needs assigned to the SM, the number with SM identified solutions, the number with submitter accepted solutions, the number of funded solutions, and the number with implemented solutions.

4.7.1.5. 1(Added). HQ AFMC will develop policies designed to ensure reduction of atmospheric discharges of ODS and support conservation measures.

4.7.3.1.1(Added). HQ AFMC, Command Civil Engineer, Engineering Division (AFMC/CEC) will issue data collection and reporting guidance.

4.7.4.1. (Added) HQ AFMC, Command Civil Engineer, Operations Division, (AFMC/CEO) will issue data collection and reporting guidance.

4.8. In AFMC, the installation commander will ensure policies, procedures and practices are effectively used to eliminate or reduce atmospheric discharges and that conservation measures such as recovery, recycling and reuse are implemented.

4.8.2.2. In AFMC, each organization which requires Class I ODS from contractual support, local purchase and Defense Reserve support will coordinate SAO approval request through the HPP lead and HQ AFMC/LG-EV prior to submission to SAF/AQRE for approval.

4.8.2.4.1. (Added) When an organization determines it has excess ODSs, the excess should be identified and/or turned in to the HPP for disposition. In no instance will ODS refrigerants, Halons or unopened ODS solvents be sold or donated to private industry or turned-in to the Defense Reutilization and Marketing Office (DRMO) for resale.

4.8.2.4.1.1. (Added) Upon turn-in of excess ODS, the HPP will determine if another installation organization can use the excess. If there is no installation requirement, then the HPP will determine if there are any command (AFMC) requirements. If there are no command requirements, then the HPP will research other Air Force MAJCOM needs. If there are no local installation, AFMC or other AF MAJCOM requirements the excess ODS may be shipped to the ODS Defense Reserve. The current ODS Air Force Turn-In and Requisition Procedures for the ODS Defense Reserve (published annually) applies.

4.8.2.5. (Added) Establish procedures to ensure that ODS are not intentionally or unintentionally vented into the atmosphere but are recovered and reclaimed when possible.

4.8.2.5.1. (Added) Document and report all unplanned venting of Class I ODS, most probable cause, amounts vented and corrective actions taken.

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